



## FINANCE, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	FINANCE, DEPARTMENT OF	<b>RELEASE DATE:</b>	Wednesday, September 2, 2015
<b>POSITION TITLE:</b>	CEA, Level B, Assistant Program Budget Manager	<b>FINAL FILING DATE:</b>	Wednesday, September 16, 2015
<b>CEA LEVEL:</b>	CEA B	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$ 8,985.00 - \$10,204.00 / Month	<b>BULLETIN ID:</b>	09022015_2

### POSITION DESCRIPTION

This position functions as the Assistant Program Budget Manager (APBM) managing staff in a major assignment area by participating in the formulation, improvement, management, and evaluation of the Administration's program and policies affected by the assignment area.

The incumbent participates in the development of the Governor's legislative programs; reviews legislation with fiscal or programmatic impact; testifies before legislative committees; and represents and negotiates for the Department of Finance (Finance) and the Administration on matters within the assignment area. As part of Finance's participation in the FI\$Cal Project, the incumbent will also be involved in the implementation of the Project goals and objectives.

### MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

#### Either I

Must be a current State civil service employee with permanent civil service status, as defined in Government Code Section 18546.

#### Or II

Must be a current or former employee of the Legislature, who resigned or was released from service within the last 12 months, and with two or more consecutive years of service as defined in Government Code Section 18990.

#### Or III

Must be a current or former nonelected exempt employee of the Executive Branch of **government** who resigned or was released from service within the last 12 months, and with two or more consecutive years of service (excluding those positions for which the salaries are set by statute) as defined by Government Code Section 18992.

#### **Or IV**

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.

### **KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**CEA Level A** Responsible for broad administrative and program activities, including the execution and/or evaluation of program policies.

**CEA Level B** Responsible for extensive managerial and program administration or broad program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Level C** Responsible for extensive highly professional influence and contributes to program, policy, and the methods to provide professional services needed to set policies,

to meet the mission of the State department and often exercising technical and or professional skills that are required at this level.

### **DESIRABLE QUALIFICATION(S)**

In addition to evaluating each candidate's relative ability, as demonstrated by the quality and breadth of experience, the following factors will be emphasized in competitively evaluating each candidate:

Broad management capabilities, including broad technical and management level experience in the state's budgeting and legislative processes.

Demonstrated ability to perform higher-level administrative and policy influencing functions effectively. This includes the demonstrated ability to work effectively under intense pressure, and the capacity to make high-level decisions in a fast-paced and changing environment.

Ability to communicate effectively with others as demonstrated by strong written and verbal communication skills, strong negotiating skills, and particularly the ability to represent Finance effectively internally, before the Legislature, with other government entities, and with the public.

Demonstrated ability to apply new ways of thinking, solving problems, creating new ideas, and developing new approaches to achieve the Department's mission.

Strong leadership and management team experience demonstrating an ability to set goals and expectations encourage growth and initiative at all levels, and uses sound judgment in managing staff within a multi-disciplinary organization.

Demonstrated ability to coach and mentor employees to create a work environment that stimulates learning, encourages growth, and recognizes individual achievements to ensure peak performance.

Knowledge of principles and practices of organization, fiscal, and human resources management, and the Department's Equal Employment Opportunity Program objectives.

Demonstrated commitment to creating an environment that consistently emphasizes the Department of Finance's core values.

### **EXAMINATION INFORMATION**

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **CEA, Level B, Assistant Program Budget Manager**, with the **FINANCE, DEPARTMENT OF**. Applications will be retained for twelve months.

*The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.*

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results.

The results of this examination may be used to fill subsequent Assistant Program Budget Manager (CEA Level B) vacancies in the Department of Finance within 12 months. The list will be superseded upon the administration of a new CEA examination at the same level; however, the examination may be reopened to supplement the number of qualified competitors.

## **FILING INSTRUCTIONS**

A "Statement of Qualifications" with specific information and examples of how your background meets the Minimum Qualifications, Desirable Qualifications, and Desirable Characteristics. Further, this Statement of Qualifications must discuss your ability to perform the duties of this position. Statements must be prepared in narrative format typed to facilitate easy reading, and not exceed three pages in length with a font size no smaller than 11 point. Resumes do not take the place of the Statement of Qualifications.

All applications must be received on or before 5:00 p.m. on September 16, 2015, the final filing date. Applications filed in person, delivered, or received via interoffice mail, or postmarked after the final filing date will NOT be accepted for any reason. Facsimile of applications will not be accepted. Applications received without the required Statement of Qualifications will not be accepted.

If you are a U.S. Military veteran, a legible copy of Veteran's Discharge (DD214) or other official discharge documents, showing your enlistment and discharge dates, branch of service, and character of service (i.e., type of discharge) must be attached.

Your signature on your application signifies that the information provided in your application, resume, and Statement of Qualifications is true and factual, and that any false, incomplete, or incorrect statements may result in disqualification from the examination process.

### **Interested applicants must submit:**

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than three pages in length.
- Resumes do not take the place of the Statement of Qualifications.

### **Applications must be submitted by the final filing date to:**

FINANCE, DEPARTMENT OF, Human Resources Office  
915 L Street, Sacramento, CA 95814  
Gladys Imperio-Acosta | (916)445-3368 | Gladys.Imperio-Acosta@dof.ca.gov

## **SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

## **GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The FINANCE, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be

notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** [CEA and Exempt Appointees](#)